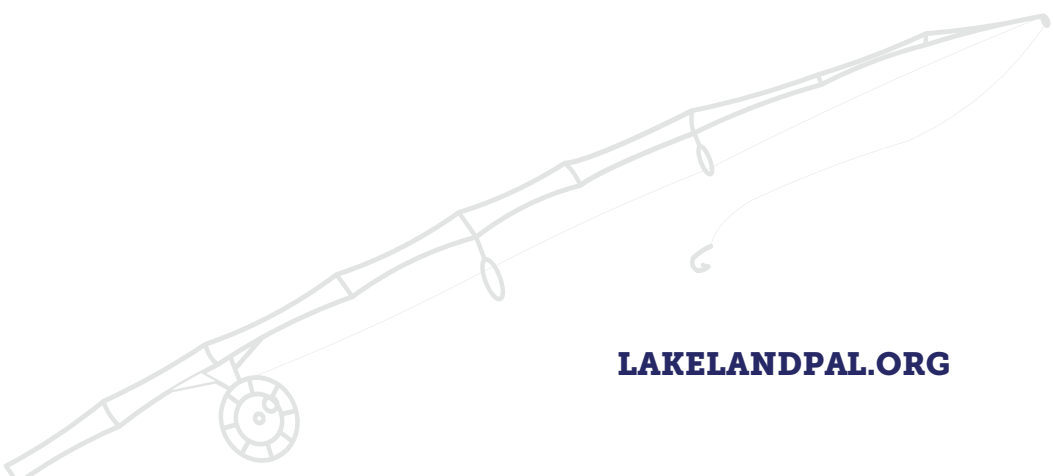


PROGRAM HANDBOOK



LAKELANDPAL.ORG

OUR MISSION

To promote positive interaction between the youth in the community and the Lakeland Police Department using educational and recreational activities directed through a variety of youth programming.

GOALS & PHILOSOPHY

The goal of Lakeland Police Athletic League (PAL) is to provide enriching programs for the youth of the community that are FUN and will INSPIRE them to learn and practice the values of sportsmanship, scholarship, and physical fitness. Lakeland PAL achieves its goal by:

- Bringing area youth members closer together through a common interest in athletic competition
- Providing supervised, organized, and safety-oriented learning environments
- Providing the opportunity to practice and play free from pressure to "win at all costs"
- Using volunteers whose goals support the Lakeland Police Athletics League's philosophy
- Encouraging parent involvement, which includes support of the program and helping officers, coaches and participants

PROGRAM BENEFITS

Your child's participation in the many Lakeland PAL programs means they will be guided by dedicated coaches, mentors and volunteers who are committed to a philosophy of building a better future for the youth of our community in Lakeland. While participating in any of the PAL programs, youths will interact with positive role models who instill good health habits, sportsmanship, civic standards, values and ethics, and social and leadership skills in the youth of our community.



PARENTS

Lakeland PAL wants every parent to consider being a volunteer for our organization, even if you are not experienced. You can serve in many ways which include, supporting your child in the program they are participating in, or by asking to volunteer as an assistant coach. Our rules dictate that parents are not allowed on the field or on the bench with their child during practices or games unless you are an approved PAL coach or volunteer. Approved coaches, assistant coaches and volunteers will be issued a Lakeland PAL identification badge upon conclusion of their successful background check. Any youth under the age of 18 years of age will not be allowed as an approved coach, assistant coach, but can sign up with Lakeland PAL to earn volunteer hours.

TEAM PARENTS

Team parents may assist the coaches by:

- Helping with phone calls to team members to ensure they attend practices and are on time for games.
- Help organize snacks for post-game with the other parents.

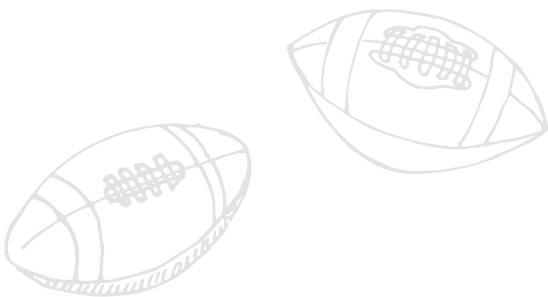
If your team does not have a team parent, please volunteer.

- A parent can become a volunteer by registering with Lakeland PAL and completing the background screening process. No parent or unauthorized person can participate in a volunteer/coach's role without a background check. NO EXCEPTIONS!

YOUR ROLE

Family involvement is a key part of the Lakeland PAL sports philosophy. For a program to be successful, parents need to understand their role, which includes the following:

- Be aware of Lakeland PAL's philosophy and supporting it by displaying their own behavior (showing respect for officials, coaches, opposing team and modeling the behavior they expect of their children).
- Attending practices, games and special events whenever possible.
- Being supportive of the coaches and their mission to provide a positive experience for their children.
- Being supportive of the children participating. Praise the things they do well and encourage them on their improvements.
- Volunteering to help the team and the sports program.



CODE OF CONDUCT

EXPECTED CONDUCT OF PARENTS

- Teach and practice good sportsmanship at all games and practices. Remember, you are their role models!
- Know the rules of the sport.
- Respect the game of Tackle Football, Archery, Fishing, Cheerleading and any other PAL program.
- Respect the officials and coaches as most are volunteers.
- While your child is practicing or playing in a game, please do not coach your child. Let players play, coaches coach, and support both positively.
- Don't criticize other players regardless of the circumstance.
- Follow the "24 Hour Rule"; if you have a complaint resulting from a game (or practice) situation, speak with the coach on the following day.
- If there is a serious problem, notify the PAL Coordinator of the designated sports program. If you are not satisfied of the resolution contact the Lakeland PAL program supervisor.
- Emphasize the FUN of the game and the team, putting forth effort always, not wins and losses.

EXPECTED CONDUCT OF PLAYERS

- Respect your teammates, coaches, referees and opponents always.
- Give 100% effort at each practice and game.
- Know the rules of sport you are in and abide by them.
- Support and encourage your teammates. Set a positive example.
- Wear the required equipment at all games and practices, and keep your equipment well maintained.
- Display good sportsmanship always on and off the field/court.
- Do not be afraid to make a mistake; that is part of learning.
- Learn from your coaches; practice hard; play smart; Have Fun!
- Be modest in victory and gracious in defeat.



EXPECTED CONDUCT OF COACHES

- Respect the game, play fairly and follow its rules and regulations.
- Show respect for authority to the officials of the game and of the league
- Honor the spirit and the rules of the game.
- Teach your children to avoid temptations to gain competitive advantage through improper gamesmanship and techniques that violate the highest traditions of sportsmanship.
- Be courteous to opposing teams and treat all players and coaches with respect.
- Be modest when successful and be gracious in defeat.
- Respect the privilege of the use of public facilities.
- Encourage good sportsmanship by demonstrating positive support for all players, coaches, fans and officials at games, practices and other sporting events.
- Do not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing and taunting; refusing to shake hands.
- Advocate a sports environment that is free of drugs, tobacco, alcohol and abusive language and gestures, and refrain from their use during youth sporting events.
- Never place the value of winning before the safety and welfare of any and/ or all players.
- Never knowingly jeopardize the eligibility and participation of a student-athlete.
- Don't engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official, Lakeland PAL staff or any other attendee.



EXPECTED CONDUCT OF ALL

Lakeland PAL's goal is that everyone involved in our programs assists with promoting positive interactions between the youth in the community, the Lakeland Police Department and all other organizations we participate with. We want everyone to have fun and feel comfortable in a positive, stress free environment, while attending Lakeland PAL events. As such, at both home and away events, we expect every participant to conduct themselves as representatives of the Lakeland Police Department and the Police Athletic League of Lakeland, Inc. Our expectation applies to all players, parents, siblings and guests, whether at practices or games.

As a Police Department sponsored organization, we want each participant to understand that any damage to property or belongings, rude conduct, including abusive language and/or gestures, racially insensitive remarks, attempts to intimidate others, improper language or actions with any official, coach, volunteer, Lakeland PAL representative, or any other conduct that reflects poorly on yourself or Lakeland PAL and is deemed to be unacceptable, will not be tolerated. If any such conduct is recognized or conveyed to any official or Lakeland PAL representative, the participant or spectator, will be removed from the event. The participant's children could also be requested to leave or also be removed from the event.

We ask everyone to adhere to these expectations:

1. Treat others in a courteous, respectful manner demonstrating ethical behaviors appropriate to a positive role model for youth.
2. Obey all local, state, and nation laws, including those related to the use of illegal substances, or use of firearms. Any conduct such as shoplifting, destruction of property, consumption of drugs or alcohol, or any other improper activity or behavior will not be tolerated. This rule applies for the entire time when away for a game or tournament.
3. Recognize that verbal, sexual, physical abuse, and/or neglect of youth is unacceptable in any environment.
4. Avoid the use of obscene, impolite, and/or discriminatory language at any Lakeland PAL activity or where youth are present.
5. Observe the "24 Hour Rule" before presenting constructive criticism. Be respectful of youth and adult leaders, the lesson plans and the leadership by allowing leaders to lead.
6. Parents and spectators may not approach any referee/umpire/coach, the bench or sidelines, or enter into any playing area/court, field during practices or any game.
7. During practices and games, all non-participant children are to remain with their parents and are not allowed on the field, floor or room during practices or games (i. e. dribbling on the floor during a game or throwing a football or running on field near game area).
8. Parents cannot leave the facility during practices or games who have children age 7 and under. These same children (age 7 and under) must be escorted to the restrooms with an adult.
9. After each game, the floor or field, is to remain clear from non-participants.



CODE OF CONDUCT ENFORCEMENT

The Lakeland PAL Staff will deal with unacceptable conduct at its sole discretion, imposing warnings, suspension or expulsion, as it deems appropriate. ANY SUSPENSION OR EXPULSION BASED ON VIOLATIONS OF THE CODE OF CONDUCT WILL NOT BE ACCOMPANIED BY A REFUND. Lakeland PAL is asking for your cooperation as a spectator.

- Individuals may be given a warning for inappropriate conduct or violation of rules.
- Children who display unacceptable conduct will be asked to return to their parents. (A Lakeland PAL Coordinator or officer should escort participants back to their parents)
- Individuals who have been deemed to violate the Lakeland PAL Code of Conduct expectations may be asked to leave the game(s) and also not to return for other Lakeland PAL youth sports activities.
- Other sanctions as deemed necessary may be enforced.
- Incidents involving any type of violence or threats to another person will be investigated and the involved person(s) will be immediately terminated from participation within the Lakeland PAL organization. Those person(s) involved may also face the appropriate criminal charges

SOCIAL MEDIA

Social media is an important part of communicating and interacting in today's society. Examples of social media platforms include: Facebook, Snapchat, YouTube, Twitter, Tumblr, LinkedIn, Instagram and any online forum, blog or network.

Lakeland PAL has no desire to limit personal creativity or freedom of expression, but volunteers, participants and employees are reminded they are always linked to and represent our organization and the Lakeland Police Department. Violations of social media rules/expectations which may violate Lakeland PAL's Mission, Vision and Value statements may result in dismissal from volunteering and/or participating in any organizations programs/activities.

Social Media rules/expectations:

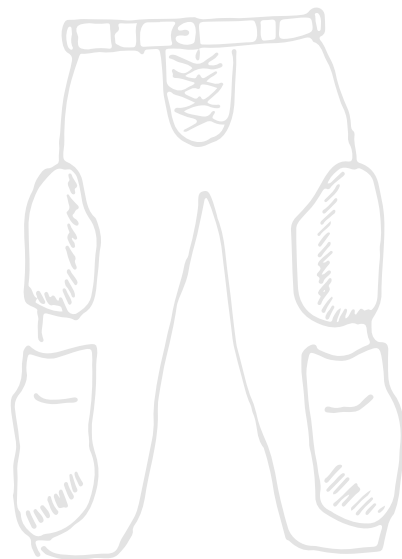
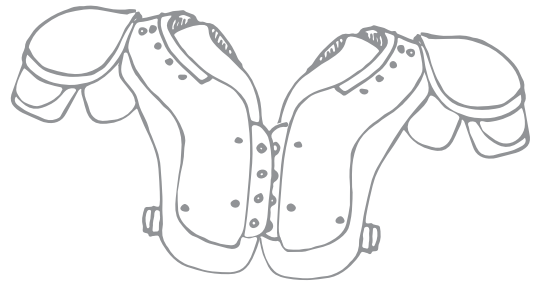
1. Employees/volunteers and participants may reference Lakeland PAL on social media
2. Posting confidential material of any kind online or in social media outlets is strictly prohibited (examples include but are not limited to: co-volunteer's personal information, participant's/family information, and any program information that is not public knowledge) With regards to whether material is confidential or not, Lakeland PAL requests every participant/volunteer/coach to follow one rule: If you're not sure, don't post it.
3. When referring to Lakeland PAL, please keep your tone professional, factual and respectful.
4. Posting any prejudice or discrimination information will not be tolerated (this includes: age, sex, race, color, creed, religion, ethnicity, sexual orientation, gender identity, national origin, citizenship, disability, or marital status or any other legally recognized protected basis under federal, state, or local laws, regulations or ordinances).
5. Posting any information that uses hateful, libelous, derogatory, obscene, threatening or abusive language when speaking about the organization, its directors, co-volunteers, families, competitors, vendors or sponsors, will not be tolerated.
6. Team information can be submitted to PAL administrators to be posted on the Lakeland PAL Page. You cannot create a Lakeland PAL team page on Facebook, Twitter, Instagram or any online forum without permission from the Lakeland PAL Management team and the page must be created and controlled by Lakeland PAL.

Any mention of Lakeland PAL should include the following statement at the end of the post: "This is the sole opinion of the writer and in no way reflects the thoughts, opinions or values of the Police Athletic League of Lakeland, Inc. (LakelandPAL) or its employees or volunteers."

UNIFORMS

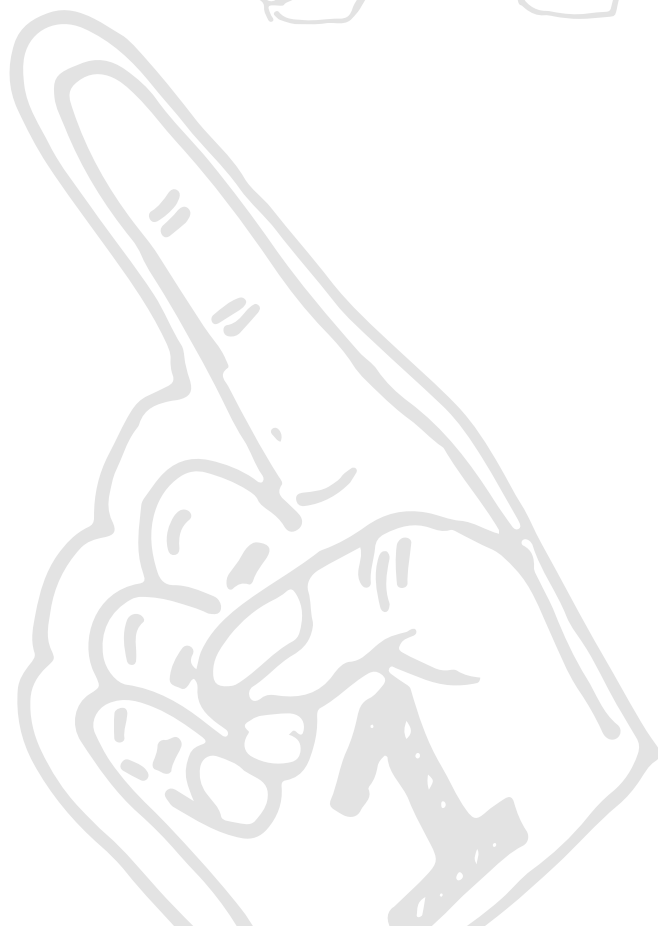
TACKLE FOOTBALL

- Helmets, shoulder pads, pants and pads for pants will be issued to each player and must be returned immediately after the last game of the season.
- One game day jersey will be issued to each rostered player.
- Players must have football cleats. No metal cleats allowed.



CHEERLEADING

- Uniforms costs are included with registration. Due to yearly pricing variances, uniform packages and contents may change. Please check with the Cheerleading Program Coordinator for specifics for each season.



FUNDRAISING/ SOLICITATION

Fundraising activities provide the necessary money for the year-round operation and is essential to the sustainability of the Lakeland PAL athletic programs.

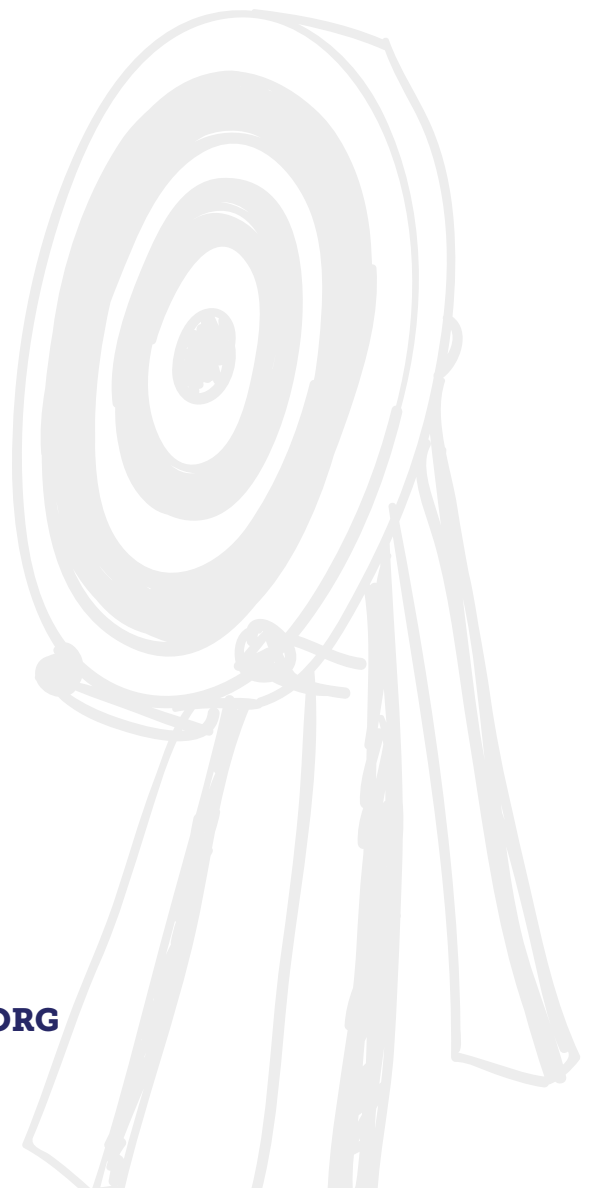
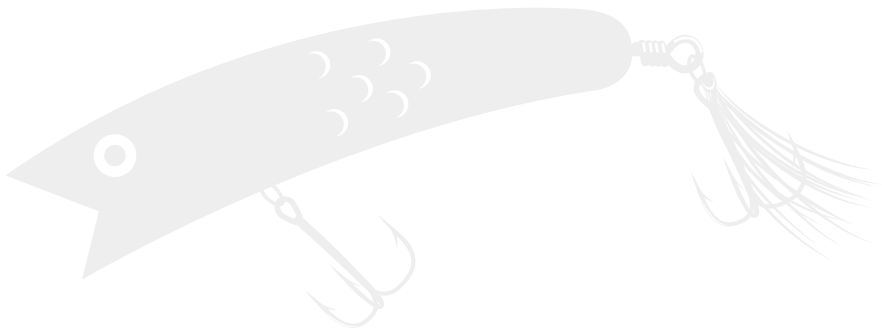
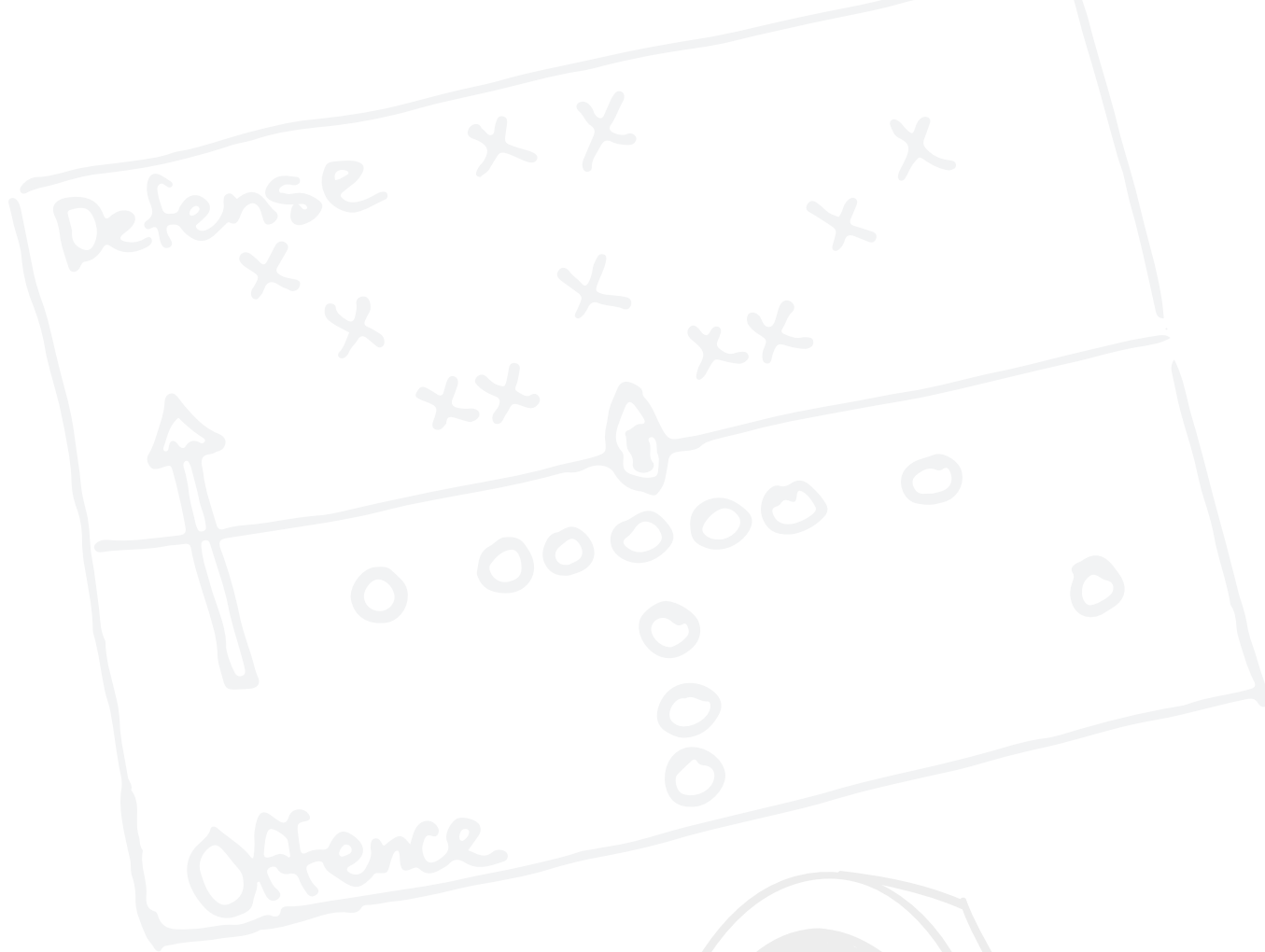
SOLICITATION & CONTRIBUTION CLEARANCE POLICY

To preserve the Police Athletic League of Lakeland, Inc. (hereafter referred to as foundation), credibility among its financial supporters, the Solicitation and Contribution Clearance Policy will serve to govern all solicitations made on behalf of the foundation. In addition, the purpose of this policy is to optimize the foundations fundraising efforts by ensuring that solicitations are made to donors that will ensure the most appropriate match of donor interests, foundation priorities, and maximize the donor's giving to the organization.

- All solicitations made on behalf of the Police Athletic League of Lakeland, Inc. of charitable gifts of any sort (cash, securities, real or personal property, equipment or gifts-in-kind) by any means (mail, telephone, email, personal visit or other) are to be coordinated by the Lakeland PAL Executive Management Team and approved by the Police Athletic League of Lakeland, Inc., board of directors.
- Any staff or volunteer wishing to solicit any gift or undertaking any fundraising activities on behalf of Lakeland PAL (including third-party fundraising events) or other funded gifts from individuals, corporations and foundations must obtain clearance from the Lakeland PAL Executive Management Team, with final approval by the Police Athletic League of Lakeland, Inc., board of directors.
- Unsolicited and spontaneous gift offers may be responded to at once. In such an event, however, immediate notification regarding the same shall be made to the Lakeland PAL Executive Management Team who will then notify the Police Athletic League of Lakeland, Inc., board of directors.

LAKELAND PAL MARKETING

- The Lakeland PAL staff will provide the sales tax exemption certificate directly to a vendor, if requested.
- Promotional materials of any nature that reference the Lakeland Police Athletic League or any of its participants' teams must receive approval of the Lakeland PAL supervisor, prior to distribution.
- Items displaying the PAL logo shall be manufactured only with the pre-approval of Lakeland PAL.
- The use of the Police Athletic League of Lakeland, Inc.'s ("Lakeland PAL") name, logo, or trademark, or any effort to imply an affiliation with Lakeland PAL, is strictly prohibited without the written authorization of Lakeland PAL's executive management team and/or the Police Athletic League of Lakeland, Inc., board of directors.
- All marketing or fundraising collateral materials; flyers, forms, t-shirts, solicitation letters and other items which will include the Lakeland PAL logo and/or name or solicitation language must be reviewed by the Lakeland PAL Executive Management Team to ensure brand consistency.



LAKELANDPAL.ORG